

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Part-Time Conservation Agent  
**TEMPORARY POSITION**  
**MID OCTOBER 2021 THROUGH MARCH OR APRIL 2022**

**HOURS:** flexible hours – 15 - 19 hours per week

**SALARY:** \$30 - \$34 per hour

**POSTED:** September 8, 2021 until filled  
Preferred Deadline: September 24, 2021

The Town of Franklin is seeking candidates for a **TEMPORARY** part-time Conservation Agent. This position would for approximately 5 months to cover an employee's leave of absence.

The Conservation Agent reports to the Director of the Department of Planning and Community Development (DPCD) and takes policy direction from the Town of Franklin Conservation Commission.

The Conservation Agent performs administrative and technical work related to the Massachusetts Wetlands Protection Act, the Town of Franklin's Wetlands Protection Bylaw (Chapter 181 of Franklin Town Code) and any rules and regulations adopted by the Town under the authority of the Conservation Commission. The Conservation Agent provides staff support to the Conservation Commission.

#### Hours:

This is a part-time position and the Conservation Agent will work 15 to 19 hours per week. The Conservation Agent must be available to attend Conservation Committee meetings every other Thursday evening.

#### Required Knowledge, Skills and Abilities:

- Working knowledge of Massachusetts Wetlands Protection Act M.G.L. Ch.131, Sec 40 and related regulations, 310 CMR 10.00.
- Ability to interpret topographical maps, storm water management plans, and construction site plans.
- Familiar with proper erosion control methods, construction sequences, and low impact development design strategies.
- Familiar with wetlands functions and characteristics, as well as native plant species.
- Ability to communicate effectively both verbally and in writing.

- Ability to provide excellent customer service, to establish positive public relations for the Town, DPCD, and Commission, and to interact effectively with a wide variety of people.
- Working knowledge of Microsoft Office products and Google Suite and comfort with new and emerging technology.
- Ability to prepare routine to complex correspondence and reports using electronic applications.
- Ability to perform multiple tasks and deal effectively with interruptions.
- Ability to perform detailed work accurately.

**Physical Requirements:**

The Conservation Agent conducts site visits and field studies in and near wetland areas and construction sites. The Agent must be able to walk on uneven or dense terrain and occasionally work in disagreeable weather such as heat, cold, snow, sleet, or rain.

**Preferred Qualifications:**

The ideal candidate will have a Bachelor's Degree in environmental science, botany, biology, geology, or a related field and at least one year of work experience for a Conservation Commission or land use regulatory agency.

**Application Process:**

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put "Conservation Agent" in the subject line of the email.

*The selected candidate must be authorized to work in the United States and be able to pass a criminal background check and a pre-employment physical exam, including a drug test.*